

DUDLEY H. DAVIS CENTER

Crew Leader

The Production Crew Leader is a vital member of the Davis Center staff overseeing and directing the production crews. Reporting to the Technical Services Management Supervisor, these staff members direct the production crews, provide crew logs, interpret the operations reports, and contribute to the set up tables, chairs, staging, and basic audio-visual equipment.

1. Review daily setup reports and ensure that rooms are set up according to report.
2. Work closely with building managers to review and interpret the operations reports, and confirm that all setups are correct.
3. Direct and aid the production crew in the setup of all logistical and audio-visual equipment.
4. Work closely with the custodial staff to ensure all areas are kept clean for events.
5. Greet event planners, ensure that setup needs have been met, and provide training regarding use of in-house systems as needed.
6. Act as liaison between group or organization and university support services including University Catering, Davis Center Operations, Physical Plant, and Police Services
7. Report facility and event issues to appropriate personnel. Provide feedback and input on ways to improve processes and services.

Qualifications:

1. Enthusiasm for working in a diverse, team-centered, and environmentally friendly environment.
2. Leadership qualities. The ability to effectively lead a crew of four to six team members in the setup and teardown of events.
3. Desire to work within a flexible schedule. Hours include early mornings, late evenings, and weekends.
4. Interest in increasing knowledge and skills related to basic technology and audio-visual equipment.
5. Ability to log reports on crew shifts, problems, and information.
6. Sense of responsibility for facility operations
7. Strong customer-service, communication, problem-solving, and organizational skills.
8. Ability to positively represent the Davis Center and the University.

Skills/Experience Acquired:

1. Leadership Experience
2. Increased understanding of event planning, management, and facility operations.
3. Developed sound, lighting, and computer technology skills.
4. Enhanced interpersonal and customer service skills.
5. Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.